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24 September 1956

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ATTN : PCS/DCI/Admin.  
Mr. [redacted]

Chief, ECD/Pers.

Insurance Drive and Instructions

1. From 1-31 October 1956, field employees currently on active duty may obtain hospitalization insurance underwritten by Mutual of Omaha Health and Accident Association and life insurance underwritten by United Benefit Life Insurance without regard to any physical condition. Neither health statements nor reports of medical examinations will be required and waiting periods will be waived in all instances.

2. Attached hereto are the required forms and detailed instructions for filing applications from overseas. (Your office can change this to apply to your [redacted] stations if not applicable in present form.) Attached also is a booklet describing these insurance plans as well as the five other plans available through the facilities of your Association.

3. This insurance program is sponsored for the Organization by ONMA; consequently, the forms are not for public information. All data relating to this program should be retained within the station or base except that the booklet describing the insurance plans may be shown to the immediate living members of the employee's family. Individuals under non-official cover may be advised of this program through their field contacts but no booklet should be retained by them.

4. Individuals under non-official cover applying for insurance should arrange for funds to permit payroll deductions for payment of premiums, except where payment techniques or specific types of policies (see paragraph 3f of attached instructions) preclude payroll deductions. Where payroll deductions cannot be made, personal checks

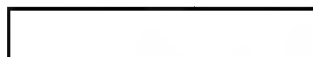
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5. Chiefs of Stations or Bases must take suitable precautions so that applications effected in pseudonym and accompanying personal checks in true name are properly handled, by separate pouch, even when concurrently dispatched to headquarters.



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**Attachments:**

1. Booklet - Your Health and Life Insurance Program (5)
2. Instructions for the Preparation of Insurance Application Forms and for the Preparation and Filing of Insurance Claims in the Field (5)
3. Insurance Forms - OSHA-1 (35)  
OSHA-2 (35)  
OSHA-4 (35)  
OSHA-5 (35)  
Form 153A (70)  
Form 153 (35)

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